GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mental Retardation and Developmental Disabilities Administration

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Administration or Office: Mental Retardation and Developmental Disabilities Administration	Policy Number: MRDDA 13.2
Responsible Program or Office: Deputy Administrator for Administration	Number of Pages: Two (2)
Date of Approval by the Director:	Number of Attachments:
Effective Date:	Expiration Date, if Any:
Supercedes Policy Dated:	
Cross References and Related Policies:	
Subject: **Employee Exit Interview and Clearance Policy**	

1. **PURPOSE**

   The purpose of this policy is to establish the standards and protocols that govern the process by which employees are interviewed prior to their separation from MRDDA.

2. **APPLICABILITY**

   This policy applies to all Mental Retardation and Developmental Disabilities Administration (MRDDA) employees.

3. **AUTHORITY**

   The authority and functions of DHS as set forth in sections III (U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987; DCOP Personnel Manual Chapter 16, of the DMP.

4. **DEFINITIONS**

   Exit – refers to the employee separation from MRDDA.

   Clearance – return of all government properties from employees prior to their separation from MRDDA.

5. POLICY

It is the policy of MRDDA to ensure that employees are interviewed prior to their separation from MRDDA, whether for termination, resignation, retirement or other reasons.
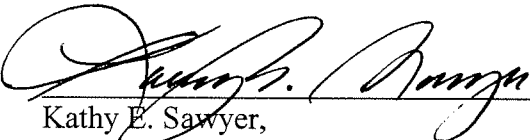
6. RESPONSIBILITY

The responsibility for this policy is vested in the Administrator of MRDDA. The implementation of this policy is the responsibility of the Deputy Administrator for Administration.

7. STANDARDS

In order to ensure compliance with this policy MRDDA has adopted the following standards:

1. Conduct exit interviews with employees prior to their separation from MRDDA.

2. Develop clearance protocols relating to the return of government property issued to employees during their tenure with MRDDA.

Kathy E. Sawyer,
Interim Administrator

12/5/06
Date